

MISSOULA  **RAVALLI**
TRANSPORTATION MANAGEMENT ASSOCIATION

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Ravalli County Commissioners

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January 18, 2008

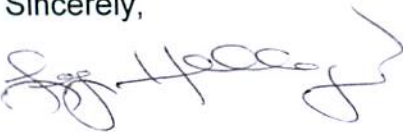
Ravalli County Commissioners
Ravalli County Courthouse
215 S. 4th Street, Suite A
Hamilton, MT 59840

RE: **MR TMA Periodic Report**

Dear Greg, Al, James, Kathleen and Carlotta:

Enclosed please find copies of the periodic report of activities of the Missoula Ravalli Transportation Management Association (**MR TMA**) for the period October 1, 2007 – December 31, 2007. If you have any questions or comments regarding this material, please feel free to call. Again, our thanks.

Sincerely,



Lyn Hellegaard
Executive Director

Enclosures

QUARTERLY STATUS REPORT

MISSOULA RAVALLI TRANSPORTATION MANAGEMENT ASSOCIATION (MRTMA)

For the Period October 1, 2007 – December 31, 2007

This material comprises the report prepared for the Montana Department of Transportation (MDT) by the Missoula Ravalli Transportation Management Association (MRTMA) for the contract period ending December 31, 2007.

TABLE OF CONTENTS

I.	Continuation of Existing Programs and Projects	Page 2
	1. Vanpool Activities	Page 2
	2. Carpool Activities	Page 3
	3. Program Benefits Summary	Page 3
	4. Guaranteed Ride Home	Page 3
	5. School Outreach Program	Page 3
	6. Other Activities	Page 3
	8. Lake County Coordinator.....	Page 4
II.	Increased Public Education and Transportation Advocacy	Page 4
	1. Policy Development and Public Meetings	Page 5
	2. Montana Transit Association Coordinator Activities	Page 6
III.	Services to Senior Citizens and Adults with Disabilities.....	Page 10
	Appendix Documents.....	Page 11

(Note: The format for this periodic report is designed to correlate with the Year 2005 - 2006 Scope of Work. After listing each portion of the scope of work in italics, the activity conducted during this reporting period is delineated.)

The Board of Directors met October 15, 2007 and November 19, 2007. Copies of the minutes of each meeting are enclosed as Appendix documents 1 and 2.

2006 - 2007 SCOPE OF WORK AND PROGRAM ACTIVITIES

The 2006 - 07 Scope of Work and Program Activities is structured in four parts:

- I. Continuation of existing programs and projects.*
- II. Increased public education and transportation advocacy.*
- III. Services to senior citizens and adults with disabilities.*
- IV. Special events transportation coordination.*

I. Continuation of Existing Programs and Projects:

Vanpool Activities

During this quarter, the majority of our vans ran at capacity. We have openings on our van from Ronan to Missoula and Stevensville to the University. Ten of the current vanpools have waitlists totaling 69 people.

There are currently 137 people utilizing the vanpool from 71 worksites. In October, there were 2,943 trips saved and 85,781 miles not traveled. In November, there were 2,766 trips saved and 82,533 miles not traveled. In December, there were 2,463 trips saved and 64,047 miles not traveled. This quarter, the vans accumulated 56,920 miles. There were 7.09 tons of vehicle emissions not emitted.

Staff has been gathering bids for vehicles. GlaxoSmithKline has requested a vehicle and will provide matching funds for two shifts, utilizing one vehicle. Yellow Bay Biological Station is wanting a second vanpool and a proposal has been presented to Washington Corporation. The Washington Corporation is unique in that they would possibly provide the vehicle and want to work with the CNVS program utilizing this vehicle to provide rides to low-income children living in Clinton and Frenchtown. Staff is researching a lease to own program in order to secure additional vans.

Guaranteed Ride Home

There was one ride provided for this quarter.

Carpool

Staff continues to refer those interested in carpooling to our website with its ride-matching link. This continues to be a helpful tool as most vanpools are full.

Program Benefits Summary (Vanpool & Carpool Combined)

Combined statistics since inception of the carpool and vanpool programs show a total of 265,463 vehicle trips saved; 18,947,278 miles NOT traveled and 583.37 tons of reduction in vehicle emissions.

School Outreach Program

As of December 31, 2007, 17 programs have been presented to a total of 353 students during the 2007-2008 school year. 65% of the programs were presented in rural schools outside of the Missoula urban area, and 35% were presented in Missoula urban schools. At present, approximately 20 additional programs are scheduled for the remainder of the year with more requests coming in. Three of these requests are for large group presentations of at least 90 students. In the coming weeks I plan to target area teachers and schools who have previously had presentations, but have not yet rescheduled for this school year. In January, direct mailings will be sent to teachers of specific subjects to promote particular programs. The feedback I have been receiving from teachers is most of them would prefer to have these presentations in the spring, so I expect the demand to increase in the upcoming months.

In response to Missoula In Motion's request for support of their High School Commotion program, I have begun creating new lessons. The first new lesson, "City Council", is intended for middle school and high school classes and addresses the concerns and possible solutions associated with the rising number of single occupancy vehicles in the Missoula and from commuters from outlying communities. Also, I have been working on two other lessons, one about global warming and the other about designing cities in such a way that it promotes decreased dependence on cars. Both of these lessons should be completed by the end of January.

Other Activities

Staff participated in employee events at Direct TV.

Staff continues to work on the TRB Panel on Employee Compensation Guidelines for Transit Providers in Rural and Small Urban Areas and Cost Allocation for Health and Human Services Transportation.

Staff continues to work on the following study/projects:

- Florence to Reserve Street Corridor Study is researching access, multi-modal transportation improvements and possibly extending Highway 203 (Eastside Highway) into Missoula.
- One Stop Shop Study is looking at universal access to information on transportation services in the state through either the 211 or 511 System.
- HWY 93 Corridor Study which involves having a project developed that might result in one entity administering the transit operations along the Highway 93 Corridor from Polson to Darby.
- Automated Cost Recovery Study which involves determining the feasibility of installing smart card technology in the smaller transit systems in Montana. It is hoped that this will help with reporting and tracking of Health and Human Service transportation use.
- The FY 2006 Financial Review has been completed with no significant findings.

LAKE COUNTY COORDINATOR

Staff began working on the FY 2009 Lake County Transportation Coordination Plan. Lake County Agencies will be requesting operating funds only.

II. Increased Public Education and Transportation Advocacy:

1. Policy Development and Public Meetings

MR TMA staff would maintain and increase their involvement in transportation policy development throughout the two-county area, and serve as a resource to MDT on a statewide basis. These activities include: Transportation Policy Coordinating Committee (TPCC); Transportation Technical Advisory Committee (TTAC); Missoula Parking Commission; City of Missoula Senior Management Team; City of Missoula Bike / Walk / Bus Week; Ravalli County TAC; Lake County TAC; Seeley Lake TAC.

During the period October 1, 2007 through December 31, 2007, MRTMA staff participated in the following meetings:

Oct. 02:	National Rural Transit Assistance Program Board Meeting – Conference Call
Oct. 04:	GlaxoSmithKline - Hamilton
Oct. 05:	Montana Transit Association/Montana Department of Transportation - Hamilton
Oct. 10:	Ravalli County Transportation Advisory Committee – Hamilton
Oct. 15:	Missoula Ravalli Transportation Board Meeting – Missoula
Oct. 16:	Transportation Policy Coordinating Committee - Missoula
Oct. 17:	Missoula Transportation Long Range Plan - Missoula
Oct. 18-19:	Montana Transit Association Fall Business Meeting - Kalispell
Oct. 23-25:	National Rural Transportation Assistance Program Board Meeting – Washington DC
Oct. 25:	TCRP Oversight Projects Selection Committee – Washington DC
Oct. 26:	Senator Tester's Office/Community Transportation Association of America- Washington, DC
Nov. 01:	Transportation Technical Advisory Committee – Missoula
Nov. 06:	National Rural Transit Assistance Program Board Meeting – Conference Call
Nov. 07-09:	Montana Department of Transportation Manager's Training – Missoula
Nov. 13:	City of Missoula Senior Management Team - Missoula
Nov. 13:	Envision Missoula Workshop - Missoula – Conference Call
Nov. 14:	Ravalli County Transportation Advisory Committee - Hamilton
Nov. 15:	Lake County Transportation Advisory Committee – Polson
Nov. 16:	Specialized Transportation Advisory Committee Provider Meeting - Missoula
Nov. 19:	Missoula Ravalli TMA Board Meeting – Missoula
Nov. 20:	Missoula Parking Commission- Missoula
Nov. 18:	Specialized Transportation Advisory Committee Meeting - Missoula
Nov. 28:	University of Montana - Missoula
Nov. 29:	AlterNet Rides – Conference Call

Nov. 29:	Missoula In Motion - Missoula
Nov. 30:	Specialized Transportation Advisory Committee - Missoula
Dec. 04:	National Rural Transit Assistance Program Executive Board – Conference Call
Dec. 05:	National Rural Transit Assistance Program Marketing & Product Board – Conference Call
Dec. 05:	Five Valley Transportation Study Public Meeting – Missoula
Dec. 06:	Five Valley Transportation Study Stakeholder Meeting – Missoula
Dec. 12:	Ravalli County Transportation Advisory Committee – Hamilton
Dec. 13:	Missoula Downtown Association – Missoula
Dec. 18:	Missoula In Motion – Missoula
Dec. 19:	Ravalli County Council on Aging Board Meeting – Hamilton
Dec. 20:	Lake County Transportation Advisory Committee Meeting – Polson

2. In addition to the above, the following outlines the public education and transportation activities conducted in conjunction with the Montana Transit Association.

Missoula Ravalli Transportation Management Association (MRTMA) staff began coordinating activities for the Montana Transit Association (MTA) in July 1999, under a management contract. The following summarizes the activities relevant to the Scope of Work under the MTA contract for the period July 1, 2006 through June 30, 2007:

a. Organize and support periodic meetings of the MTA Board.

Staff has scheduled the quarterly meeting with MDT on October 5, 2007. Discussion centered on RTAP, Capital Grants, Fall Business Meeting, MDT Fall Training, FY 2009 Grants Advance awards, Transportation Advisory Committees and Montana Transportation Partnership.

Fall Business Meeting

The MTA members met in Kalispell October 18th and 19th. Special guest speaker was Alvy Chapman, Commander Disabled American Veterans of Montana, discussing transportation issues facing Montana's veterans. Members decided to hold the Spring Conference and Vendor EXPO in Bozeman, April 16-18, 2008. Staff has booked the GranTree Inn for meeting accommodations. Members voted to hold the Roadeo in Billings June 28th. The Roadeo course will be set up at the airport. The Fall Business Meeting will be held in Missoula mid-October.

Membership.

Current MTA membership is as follows: 37 Regular members (voting); 30 Sustaining members; 4 Friend of Transit members, for a total of 71 members. Staff has invoiced members for their 2008 Membership Dues.

Miscellaneous:

Staff was request by the Community Transportation Association of America to attend a Congressional Field Hearing chaired by Senator Jon Tester in Great Falls. The hearing was held to discuss issue of importance to veterans. Staff was allowed to speak and enter comments relating to

transportation coordination between Montana's transit providers and Veteran Service Organizations. As a result MTA is forming working relationships with the DAV transportation program and various local DAV providers.

Staff Chaired the Transportation Cooperative Research Programs Screening Committee in Washington, DC. The committee comprised of twelve transit providers of various expertise's from across the United States. The committee screened 118 problem statements submitted for research funding. As Chair staff will be participating on the TCRP Oversight and Projects Selection Committee (TOPS) scheduled for October 25-26 in Washington DC.

b. Create and distribute quarterly newsletters or mailings to the MTA membership.

Members continue to receive correspondence from the Coordinator via the MTA Electronic Network. These include such information as announcements, e-mail address changes, Congressional updates, news of APTA, CTAA or FTA publications which may be of interest, and advance notice and reminders of special events, such as the Spring Conference, Bus Rodeo and Fall Business Meeting.

Resource information requested by MTA members included information on MTA membership, Title VI, Vet Links, and contact information.

c. Organize an annual information campaign for state and local elected officials to acquaint them with public transportation issues.

MRTMA staff continues to work with the MTA Board, MDT staff and members to address any issues that may arise.

d. Provide technical assistance in marketing to MTA members as authorized by the MTA Board.

Staff assisted the Bitterroot Bus in developing marketing materials for promoting advertising on their vehicles.

e. Develop contacts with other Montana associations and agencies, which would assist with broadening awareness of, and support for public transportation.

MRTMA staff continues to participate in statewide and local meetings focusing on public transportation for seniors, persons with disabilities and tribal members. MRTMA Staff attended TCRP Oversight and Project Selection Committee and the National Rural Transit Assistance Program Board Meeting during the period. Staff has participated in several National Rural Transit Assistance Program (RTAP) board conference calls.

f. Assist MDT and MTA as needed in organizing operations training for public transportation providers within Montana.

Alvy Chapman, Commander DAV, presented on the Veterans Transportation programs. Staff continues to work with CTAA and MDT to facilitate additional training opportunities for members.

g. Provide financial management of revenues and expenditures under this grant application,

including development of matching fund sources. This work entails grant preparation, billing to MDT, payment of invoices, billing/tracking membership dues, and related financial management support.

The MTA Coordinator working in conjunction with the Association's Treasurer prepares the financial reports. All revenues and expenses are tracked on a monthly basis.

Staff has been contacting several state legislators in order to increase funding in the TransADE program. Most significantly is Bill Nooney, Chair House Transportation Committee, who has agreed to assist in getting the increase through an administrative change or carry legislation. All legislators contacted have said they will assist in increasing the funding to TransADE.

h. Develop and address legislative issues pertaining to transit.

MRTMA staff was asked by the Community Transportation Association of America to set up a meeting with Senator Jon Tester's Office staffer Jamie Wise while in Washington DC. Discussions were held on funding for the Vet Links proposal and possible uses of the grant funds.

i. Such other duties as determined by mutual agreement between MTA and MDT.

Staff continues to work on the One-Stop Shop project. This project is researching a methodology to create a central phone number to assist individuals with accessing Health & Human Service and Transportation programs.

III. Services to Seniors and Adults with Disabilities (AWD)

The following chart shows the program totals for the October to December 2007 quarter:

	October		November		December		YTD Totals	Since Inception
	2006	2007	2006	2007	2006	2007		
Number of Rides Given	625	944	644	745	639	882	9,933	37,954
Number of Riders in Database	591	681	609	692	617	717	717	922
Total Miles Driven (all vehicles)	2,999	5,374	3,072	4,449	2,945	4,402	52,996	177,165
Number of Phone Calls Received	441	587	411	448	325	437	6,200	24,966

In contrast to 2006 at this time, the program has provided an additional 2,373 rides this year. Further statistics reveal that in this quarter:

- 1,327 rides were for medical purposes (52% of total rides given this quarter)
- 2,108 rides were provided to seniors (82%)

- 463 rides were provided to disabled adults (18%)

During this quarter outreach was performed at: Partners In Home Care, River Ridge, Summit Independent Living Center, Missoula Housing Authority, Saint Patrick Hospital, Community Medical Center, Missoula Manor, Mental Health Center, Clark Fork Riverside, Missoula Aging Services, Grizzly Peak, Village Senior Residence, Union Square Apartments, the Springs Apartments, Home & Community Based Services, WORC Center, Bridges, Lolo Community Center, Human Resource Council, Home Health of Montana, Social Security Administration, Adult Protective Services, Public Assistance, Senior Citizens Center, and Blind and Low Vision Department.

APPENDIX OF DOCUMENTS

1. Minutes - Board of Directors Meeting, October 15, 2007
2. Minutes - Board of Directors Meeting, November 19, 2007

MINUTES

BOARD OF DIRECTORS MEETING

MISSOULA RAVALLI TRANSPORTATION MANAGEMENT ASSOCIATION

October 15, 2007

The Board of Directors of the *Missoula Ravalli Transportation Management Association (MRTMA)* met in regular session Monday, October 15, 2007 from 2:00 p.m. to 3:00 p.m. in the MRTMA Conference Room. Those in attendance included, Marie Pruitt, Tom Wilkins, Ken Willett, Greg Chilcott, Doug Davis, Dick Haines, Hugh Jesse and Wayne Capp. Lou Ann Crowley was absent. Lyn Hellegaard and Meaghan Dougherty from the MRTMA staff were present. Following are the minutes of action taken:

1. **Call to Order:** Greg Chilcott, Vice Chair
2. **Approval of Minutes for July 17, 2007:**
Ken motioned for approval of the minutes; Dick seconded the motion. The motion passed unanimously.

NEW BUSINESS:

1. **Financial Report:**
Lyn informed the Board that 25% of the MRTMA budget year has passed with only 21% of the 5311 budget spent. On the Vanpool CMAQ budget, 100% of the budget year has passed with 71% of the budget spent. The 29% carry forward will be used to purchase or lease at least two additional vans.

OLD BUSINESS:

1. **Missoula Aging Services:**
A motioned was made to redraft the Memoriam of Understanding and send to Missoula Aging Services. If MAS deemed this unacceptable then we should meet to discuss contract. *Dick motioned for approval; Tom seconded the motion. The motion passed unanimously.*
1. **5 Valley Report:**
Lyn discussed the 5 Valley Study Stakeholder Meeting on August 23rd. Two of the attendees questioned the conclusions of the consultant and the methods that were used to make the determinations. A.T. Stoddard, LSC Transportation Consultants will be drafting a response to the discussions.

The Next MRTMA Board Meeting is set for Monday, November 17th, 2007 at 2:00p.m. - the MRTMA Conference Room.

Prepared and submitted this 16th day of September 2007 by Meaghan Dougherty, Vanpool Coordinator.

APPROVED: _____
Ken Willett, Board Chair

MINUTES

BOARD OF DIRECTORS MEETING

MISSOULA RAVALLI TRANSPORTATION MANAGEMENT ASSOCIATION

November 19, 2007

The Board of Directors of the *Missoula Ravalli Transportation Management Association (MRTMA)* met in regular session Monday, November 19, 2007 from 2:00 p.m. to 3:45 p.m. in the MRTMA Conference Room. Those in attendance included, Tom Wilkins, Ken Willett, Greg Chilcott, Doug Davis, Dick Haines, and Wayne Capp. Lou Ann Crowley, Marie Pruitt and Hugh Jesse were absent. Lyn Hellegard and Meaghan Dougherty from the MRTMA staff were present. Following are the minutes of action taken:

1. **Call to Order:** Greg Chilcott, Vice Chair
2. **Approval of Minutes for** October 15th, 2007:
Greg motioned for approval of the minutes; Doug seconded the motion. The motion passed unanimously.

NEW BUSINESS:

1. **Financial Report:**
Lyn informed the Board that 33% of the MRTMA budget year has passed with only 28% of the 5311 budget spent. On the Vanpool CMAQ budget, 8% of the budget year has passed with 8% of the budget spent.
2. **Mountain Line Board Seat:**
Tom Wilkins informed the board that he has been asked by Steve Earle of Mountain Line to take Bob Homer seat on the board. He does not have time and the meeting conflicts with his current schedule but wondered if anyone else was interested. Dick Haines indicated that if the meeting could be moved to Thursday mornings, his schedule would accommodate filling the seat.

OLD BUSINESS:

1. **Missoula Aging Services:**

Susan Kohler, Executive Director Missoula Aging Services attended the meeting to discuss concerns over the contract she had requested for a \$9,000 matching funds donation. Several clauses in the contract were deemed problematic, as well as, the contract not truly reflecting the relationship between MRTMA and Missoula Aging Services. After a lengthy discussion it was agreed that Lyn would send Susan an amended contract that addressed the concerns discussed for her review.

Susan discussed raising the fares on the CNVS program from \$1 to \$1.50 per ride to standardize fares with Mountain Line Paratransit service. She stated she was working

on a voucher program that would access rider's ability to pay and a new graduated fare structure based on her findings. She also stated that she felt the CNVS program was being utilized because the eligibility was too lax. She requested the MRTMA Board review the eligibility criteria and application process.

The Next MRTMA Board Meeting is set for Monday, January 14, 2008 at 2:00p.m. - MRTMA Conference Room.

Prepared and submitted this 20th day of November 2007 by Meaghan Dougherty, Vanpool Coordinator.